

MINUTES
STILLWATER COUNTY LIBRARY BOARD OF TRUSTEES
Tuesday, July 12, 2022, 5:00 p.m.
Stillwater County Library
27 N 4th St
Columbus, MT 59019

Welcome to Public and Public Comment: Public comments on matters within the Stillwater County Library Board of Trustees Jurisdiction pursuant to §2-3-103 MCA—Public comments will be accepted on any public matter that is not scheduled on the agenda. No action will be taken at this time. The meeting was called to order at 5:05 p.m.

Members Present: Linda Halstead-Acharya, Chair; Kathleen Ralph, and Lynda Grande were present from the Board. Jennifer Reed, Secretary was present. Joan Brownell and Robyn Lameroux were absent.

1. Install new Chair and Co-chair – The chair according to the rotation, Robyn, has declined the position due to limited time on the board. Kathleen nominated Lynda Grande as chair. Linda seconded. Motion passes and Lynda accepted the nomination as chair. According to the rotation, Kathleen Ralph is co-chair.
2. Approval of Minutes – June 27, 2022 – Kathleen moves to approve the minutes as written. Lynda seconded. Motion passes.
3. Communications
 - a. Trustee Training Sharing – None
 - b. News of two upcoming conferences was shared:
 - i. Montana Library Association will be having a second conference in April 2023 in Billings.
 - ii. Fall Workshops – Registration open, more details to come in July, 2022
 1. September 12: Sidney-Richland County Public Library, 9:00-1:00
 2. September 19: Missoula Public Library, 9:00-1:00
 3. September 22: Lewistown Public Library, 9:00-1:00
4. Financial reports – None.
5. Library Director's Report – Discussion held.
6. Unfinished Business:
 - a. Action Item: Approve Goals for 2022-2023 – Kathleen moved to approve the goals as amended. Lynda seconded. Motion passed.
 - b. Action Item: Approve the Annual Report to the Commission – Kathleen moved to approve the report as amended. Lynda seconded. Motion passed.
7. New and Miscellaneous business:

- a. Elect new Federation Representative – Kathleen nominated Lynda. Linda seconded. Motion passed.
 - b. Set the board meeting time/day for the fiscal year – Board meeting times for the 2022-23 fiscal year will take place on the second Tuesdays of the month at 9:30 AM.
 - c. Approve the Annual Report – Duplicate agenda item, completed under unfinished business.
8. Announcements
- Appreciation was offered to Linda Halstead-Acharya for serving as board chair for the 2121-22 fiscal year. Lynda Grande was welcomed as the new chair.
9. Adjournment – The meeting was adjourned at 5:58 p.m.

Next Meeting: September 13, 9:30

To-Do's

- Jen to write letter to Cheryl regarding establishing the foundation
- Jen to schedule a meeting with the commissioners to deliver the annual report
- Jen to verify the depreciation transfer was completed

Director's Report

UPCOMING PROGRAMS:

Children's Offsite

- Every Tuesday, 10:00-11:00, Storytime at the Methodist Fellowship Hall, Park City
- Every Wednesday, 2:00-3:00 Storytime at Stockman Café, Rapleje
- Every Thursday, 9:45-10:45 Storytime at Absarokee Lending Library
- Every Thursday, 11:00-12:00 Storytime at Fishtail Community Center
- Friday, July 8, 10:00-11:00: "Tan Your Hides" with Montana Fish, Wildlife & Parks at the Methodist Fellowship Hall, Park City
- Friday, July 15th 10:00-11:00: "Fur and Hide" with Montana Fish, Wildlife & Parks at the Methodist Fellowship Hall, Park City

Children's @ Stillwater County Library

- Every Wednesday, 10:30-11:30 Storytime at Stillwater County Library
- Saturday, July 9, 2:30-3:00: Guitar at the Library
- Wednesday, July 13, 10:30-11:30: Beth Korth from Tippet Rise Art Center – Watercolors
- Wednesday, July 20, 10:30-11:30: Yellowstone Wildlife Sanctuary – Animal Castles
- Wednesday, July 27, 10:30-11:30: Beth Korth from Tippet Rise Art Center – Watercolors
- Wednesday, July 27, 11:30: Summer Reading Prize Drawing!

Adult/Teens @ Stillwater County Library

- Saturday, July 2, 10:30-3:30: Drop-in Craft – Patriotic Jar
- Tuesday, July 5, 9:30-5:00: Drop-in Craft - Twine & Pearl Bracelet
- Friday, July 8 10:00-2:00: Dungeons and Dragons, Ages 17+
- Saturday, July 16, 10:30-3:30: Drop-in Craft – Jute Knotted Bottle
- Monday, July 18, 9:30-5:00: Drop-in Craft – Goldfish Acrylic Painting
- Friday, July 22, 10:00-2:00: Dungeons and Dragons, Ages 17
- Monday, July 25, Writer's Group
- Wednesday, July 27, 11:30: Summer Reading Prize Drawing!

Passive Programs

- I Spy Oceans of Possibility

DISPLAYS:

- **Kids:** Oceans of Possibility
- **Adults/Kids:** Look What's Happening (Events)
- **Adults/Kids:** Summer Reading Prizes

LIBRARY BUSINESS:

BUDGET:

Budget reports aren't provided July 1 due to closing out the fiscal year.

There has been no word from the Commission on finalizing the budget.

STAFF:

Hiring:

Intern: Jetta Briggs began working on June 28th. She has been a very quick learner. Having volunteered with us for two years has been helpful in having a solid foundation with working at the circulation desk.

Library Marketing and Administrative Coordinator: There is another applicant for this position that will be phone screened on a date TBD.

BUILDING:

Conference Room: The conference room has been painted neutral colors. Maintenance will hang the TV when they get a chance so we are able to use it with an HDMI cord. The shade that will provide a nice background during virtual meetings has been ordered, although the arrival date is uncertain.

Building Repairs: County maintenance has replaced the missing floor tile at the entry, hung the gazebo cover, and filled in the mud-hole in the back parking area.

Circulation Desk: Montana Correctional Enterprises has been emailed and asked to design a more welcoming circulation desk and a table for take and makes and craft demonstrations for the current location.

OUTREACH/SERVICES:

Heritage Quest Genealogy Database Access Temporarily Expanded: We have access to this database now. Yellowstone Genealogy Forum has been contacted to see if they conduct training for new users.

ASPeN: I've contacted Stanley Munson, Montana State Library Web Developer for assistance in setting up board member's Okta accounts. Board members should receive an email shortly.

COLLECTION MAINTENANCE:

New Projects: With spine labeling complete, staff has been working on adding new graphic novel stickers to identify juvenile graphic novels and labeling audio books with the numbers of discs. Future projects include integrating science fiction into the regular fiction because they are likely to better circulate there. Montana will be moved to the current location of science fiction, which will allow us to shift the mysteries to make room for the larger fiction collection.